

Job Description
Missouri State Highway Patrol

Class Title: Criminalist III - Chemistry

Title Code: V00515

Effective Date: 04/24/96

Date Reviewed: 12/12/03

Date Revised: 01/05/05

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a very responsible professional and technical position. Work includes performing complex and technical work in the scientific analysis of controlled substances, as well as alcohol content in liquor and body fluid samples (where applicable*). The employee also serves as a lead worker by training other criminalists and laboratory technicians. Work includes preparing reports, developing procedures for the laboratory, validating or assisting in validating new methods and procedures, and testifying in court. Work is performed under general supervision of a superior but with considerable independence within the framework of established policies and procedures.

*Employees assigned to satellite laboratories are also responsible for learning the daily operations of the satellite laboratory and for the scientific analysis of body fluids and liquor samples for alcohol content.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Participates in, and successfully passes practical competency and/or written test(s) prior to assuming casework, if required.

Participates in the proficiency testing program for the disciplines in the employee's area of competency.

Regularly processes, compares and examines submitted samples to determine the presence of controlled substances from crime scenes or parties involved in criminal activity.

Regularly accepts and analyzes body fluid samples for alcohol content submitted by law enforcement agencies from parties involved in criminal activity or death investigations (where applicable*).

Regularly accepts and analyzes liquor samples submitted by the Division of Liquor Control of the Department of Public Safety or evidence (liquor) seized at crime scenes or during an investigation to analyze and verify the alcoholic content (where applicable*).

Serves as a lead worker by training criminalists in the scientific analysis of controlled

substances.

Serves as a lead worker for the troubleshooting, maintenance and repair of sensitive and complex scientific instrumentation.

Provides recommendations and assists in the development and application of the techniques for upgrading and improving laboratory capability.

Reviews, validates, or assists in validating new analytical or standard operating procedures.

Participates in crime scene investigations as needed (e.g., collects, preserves and examines evidence) and trains other criminalists in the procedures utilized in conducting these investigations.

Prepares evidence and exhibits; may appear in court as an expert witness; maintains report files; issues periodic and special reports as assigned.

Reviews procedural manuals, publications, etc., within the chosen/related discipline.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Advises and assists criminalists and technicians from other disciplines in processing controlled substance evidence.

Handles evidence; maintains manual and computer inventory system; coordinates transfer of evidence as required.

Regularly works with a variety of potentially hazardous materials (e.g. HIV, hepatitis, and/or unknown pathogen contaminated body fluid evidence; unidentified chemicals on evidence).

Assists instructors conducting training of law enforcement personnel about controlled substance analysis and chain of custody procedures.

Educates prosecuting attorneys about complex scientific analysis and may serve as a technical advisor during trial proceedings.

Makes decisions concerning appropriate test methodology based on the quantity and quality of the submitted sample.

Performs administrative duties associated with the general operation of the satellite laboratory as required (where applicable*).

Makes decisions concerning the daily operation of the satellite laboratory; refers unusual and/or unique problems to supervisor or laboratory director (where applicable*).

Operates standard office equipment (i.e. personal computer, telephone, fax machine, copier, adding machine, etc.)

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the procedures and methods used in the processing and scientific analysis of controlled substance evidence.

Knowledge of the procedures and methods used in the processing and scientific analysis of body fluids and liquor (where applicable*).

Knowledge and practice of safety rules and procedures associated with laboratory equipment and chemicals.

Knowledge of the preparation of evidence for presentation in court.

Knowledge of the chain of custody for evidence.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results and prepare accurate records and reports.

Ability to gather, assemble, correlate and analyze facts to be incorporated into a report of laboratory work and tests, suitable for presentation in a court of law.

Ability to compile and prepare information for formal presentation (e.g., mock trials held in the laboratory and actual court appearances).

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend laboratory findings in court.

Ability to work with restricted, highly sensitive information in a confidential and professional manner.

Ability to prepare reagents and standards as prescribed in the appropriate procedure and quality manuals.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to work with microscopes for extended periods.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use or learn how to use laboratory equipment and chemicals.

Ability to stand for extended periods and lift moderate loads (30 pounds).

Ability to transport tools and equipment necessary to facilitate crime scene investigations.

Ability to assist other criminalists and laboratory technicians in the scientific analysis of body fluid and liquor samples.

Ability to perform job related travel (e.g., appearing in court, attending training meetings,

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seminars, traveling to crime scenes, etc.).

Ability to work with materials that may be of a sexual nature relating to criminal activity (i.e. written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences or closely related field. Coursework must include 20 semester hours of core chemistry coursework including two semesters of general chemistry, two semesters of organic chemistry, and one semester of organic chemistry laboratory. Organic chemistry laboratory that is integrated into a 4 or 5 hour organic chemistry course will satisfy the laboratory course requirement. A minimum acceptable grade of C or equivalent in these core chemistry courses and the core baccalaureate major courses is required. Core courses with grades less than a C must be resolved by retaking the course and achieving a grade of C or equivalent. Prior job experience will not replace these minimum academic requirements.

AND

Possess at least two years experience as a Criminalist II- Chemistry or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must be a resident of Missouri at the time of appointment.

Must possess a valid Missouri driver license at the time of appointment.

Possess or obtain a Missouri Department of Health Type I Permit (where applicable*).

May obtain a Certified Instructor Certificate (Specialist) from the Missouri Department of Public Safety (if applicable*).